



Validation Process for Student Nurse Documentation

Goal: Use this job aid to successfully sign and validate documentation performed by nursing students.

Note: There is no validation for Continuous IV Infusions. If you leave any documentation in an unauthorized or pending status, other clinicians may not be able to view the information and it will not print when the medical record is published.

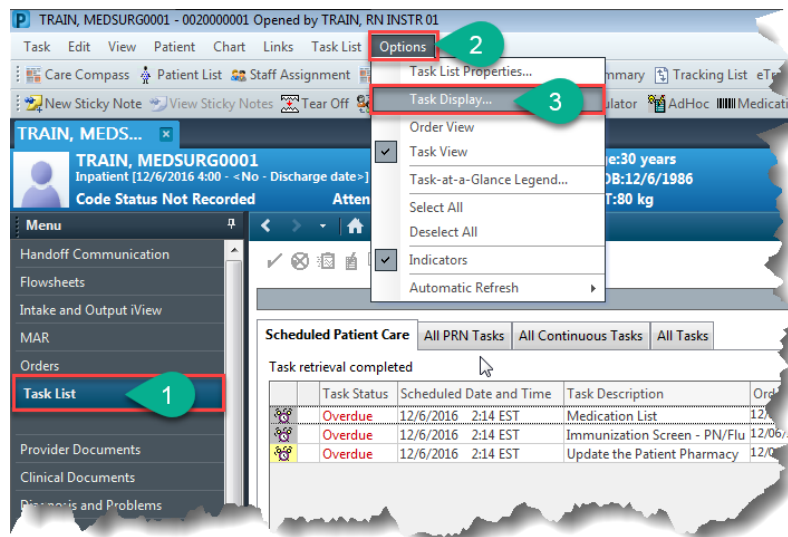
Topics (click on a hyperlink to go directly to that topic):

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Validating tasks via the Task List

1. Once you have opened a patient's chart, from the **Menu**, navigate to the **Task List**.
2. Click **Options** from the title bar.
3. Click **Task Display** on the drop-down menu.





4. Click the checkbox for **Pending Validation**.

5. Click **OK**.

6. Double-click a **Pending Validation** task.

7. Review student documentation and click the **green checkmark** to sign the form.

When signed by the instructor, the task status will change from **Pending Validation** to **Complete**.

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Task Status	Scheduled Date and Time	Task Description	Order
Overdue	12/6/2016 2:14 EST	Medication List	12/06/16
Overdue	12/6/2016 2:14 EST	Immunization Screen - PN/Flu	12/06/16
Overdue	12/6/2016 2:14 EST	Update the Patient Pharmacy	12/06/16
Pending Validation	12/6/2016 2:14 EST	Initial Admission Information	12/06/16
Pending Validation	12/6/2016 12:21 EST	Education Teaching Record	12/06/16



Validating PowerForms via the Form Browser

1. From the **Menu**, navigate to **Form Browser**.
2. Sort by **Status**. All the forms that need to be authorized will appear together in a folder labeled **Unauth**.
3. **Right-click** on each form.
4. Select **Modify**. Review Documentation, modify if necessary and sign.

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The screenshot shows the 'Form Browser' window. The 'Sort by' dropdown is set to 'Status'. A folder labeled 'Unauth' is expanded, showing a list of forms. A right-click context menu is open over a form, with 'Modify' selected. The menu also includes options like 'View', 'Unchart', 'Print', 'History', and 'Change Date/Time'.

Validate iView Documentation

1. From the **Menu**, navigate to the **iView**.
2. To validate the student's iView documentation, click on the **Authenticate** icon.
3. In the **Authenticate** window, review the documentation.
4. Select documentation reviewed by using the **Authenticate** column or clicking **Select All**.
5. Click **Sign**.

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The screenshot shows the 'Intake and Output iView' window. The 'Authenticate' icon is highlighted. The 'Authenticate' window is open, displaying a table of documentation items. The table has columns for 'Item', 'Result', 'Date/Time', 'Provider', and 'Authenticate'. The 'Authenticate' column contains checkboxes. The 'Select All' button is highlighted at the bottom of the table.

Item	Result	Date/Time	Provider	Authenticate
GASTROINTESTINAL ASSESSMENT		12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Stool Count	1	12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
GENITOURINARY/REPRODUCTIVE ASSESSMENT		12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Urine Voided	320 mL	12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Bladder Scan		12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Urine Voided	320 mL	12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Activities of Daily Living		12/6/2016 12:29 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Activity Status ADL	Ambulating in hall, Other: Hx of	12/6/2016 12:29 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Activity Tolerance	Without distress	12/6/2016 12:29 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Activity Assistance	Independent	12/6/2016 12:29 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>
Oral Intake (I&O)	420 mL	12/6/2016 12:00 EST	TRAIN, STUDENT NU	<input checked="" type="checkbox"/>



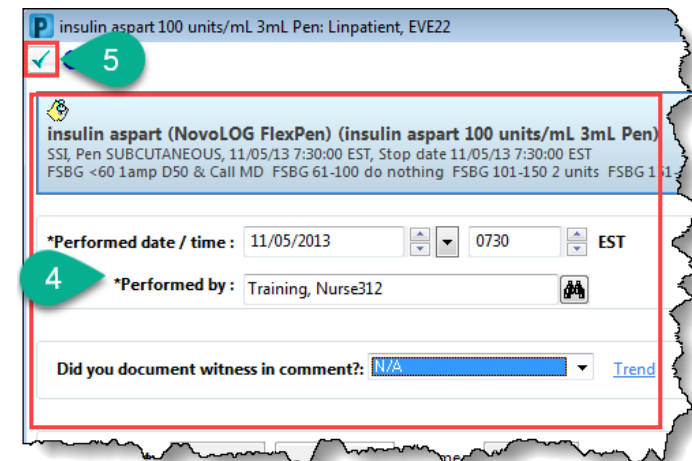
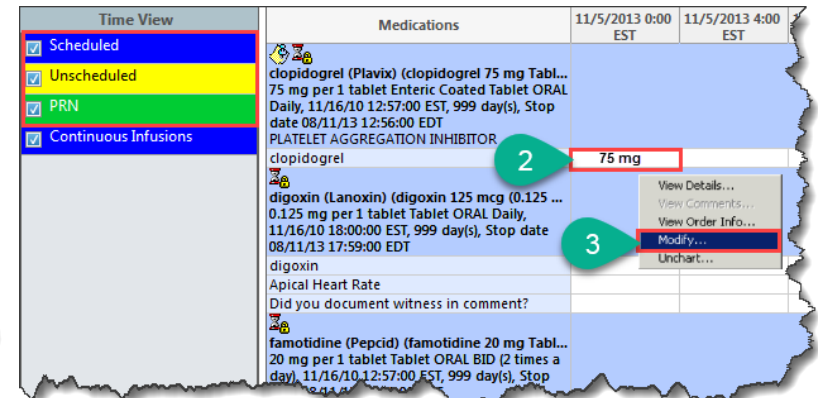
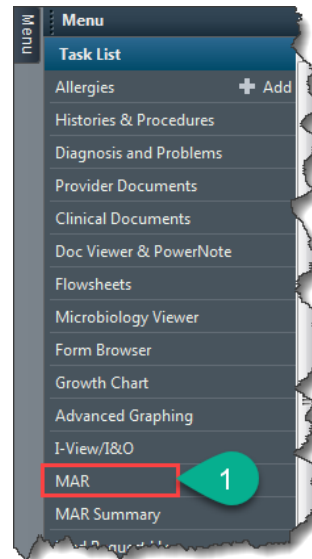
Medication Task Verification in Point of Care Facilities

Your students can document scheduled, unscheduled and PRN medications.



Before you begin verifying medication task, print report titled **Student Med Admin w/o Co-Sign**. This will give you a list of all the patient's that need medications verified. See the [Validation Reports](#) section.

1. From the **Menu**, navigate to the **MAR**.
2. To validate medications, **right-click** on the dose.
3. Select **Modify**.
4. Review and make sure all pertinent data is present.
5. Click the **green checkmark** to sign.



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Medication Task Verification (For Non-Point of Care Facilities)

1. Right-click the **Pending Validation** task.
2. Click **Chart Details**.
3. Review and make sure all pertinent data is present. Add your name as a witness in comments for medications requiring a witness.
4. Click the **green checkmark** to sign the form.



At the end of each shift, give a signed copy of the validation reports to the charge nurse as a final verification that all student documentation has been co-signed.

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Validation Reports

You can print reports that list all unauthorized documentation by unit following these steps:

1. On the toolbar, click **Explorer Menu**.
2. In the Explorer Menu window, double-click the **Main Menu** folder.
3. Double-click the **Nursing** Folder.



4. Double-click **Student Documentation Items w/o Co-sign** or the **Student Med Admin Co-Sign** report.
5. Select **Facility**.
6. Select **Nurse Unit**.
7. Click **Execute**.
8. Print the report.



Note: The **Student Med Admin w/o Co-sign** report can only be generated within 7 days of the student documentation.

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